**CLUB CONSTITUTION**

**CLUB RULES**

**1. NAME**

The club shall be called Elton and Walshaw Junior Football Club (the Club) and is affiliated to Lancashire FA.

**2.** **OBJECTIVES**

The Club’s objectives are to provide Association Football coaching and personal development for all playing members, plus social activities as deemed desirable by the Club Committee.

**3. STATUS OF RULES**

These rules (the Club Rules) form a binding agreement between each member of the Club.

**4. RULES AND REGULATIONS**

(a) The Club shall have the status of an Affiliated YouthMember Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

(b) No alteration to the Club Rules shall be effective without prior written approval by the parent CountyAssociation.

(c) The Club will also abide by The Football Association’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policies.

**5. CLUB MEMBERSHIP**

(a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

(c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The Football Association and parent County Association shall be given access to the Membership Register on demand.

(e) The Club will ensure adequate cover in respect of insurance, health and safety, and accreditation.

(f) The Club is committed to the development and training of members and team officials.

**6. ANNUAL MEMBERSHIP FEE**

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

**7. RESIGNATION AND EXPULSION**

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee, or further subscription, is more than 2 months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of and, of the Club Property.

**8. CLUB COMMITTEE**

(a) The Club shall have an Executive Management Committee (The Club Committee) comprising Chairperson, Vice Chairperson, Secretary, Vice Secretary and Treasurer.

An extended Club Committee made up of co-opted members shall comprise Discipline Secretary, Club Welfare Officer, Communications Secretary, Social Secretary, and other roles as deemed necessary by The Club Committee to fulfil the requirements of FA Guidance, and any other legislation and approved codes of practice.

(b) Each Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may not hold more than one position on the Executive Management Committee at any time.One person may hold no more than two positions on theextended Club Committee at any time. The Club Committee shall be chaired by the Chairperson, or in their absence the Vice Chairperson, and then the Secretary. The quorum for the transaction of business of the Executive Management Committee shall be three.

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club heldby the Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee, which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members, and approved by a simple majority of the remaining Club Committee members.

(f) The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules. The Club Committee in making any decision will take into account the rules and regulations of The FA, and requirements the governing bodies of voluntary organisations.

**9. ANNUAL AND SPECIAL GENERAL MEETING**

(a) An Annual General Meeting (AGM) shall be held in each year in Julyto:

(i) receive a report of the activities of the Club over the previous year

(ii) receive a report of the Club’s finances over the previous year

(iii) elect the members of the Club Committee

(iv) consider any other business.

(b) Nominations for election of members tothe Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Secretary not less than 21 days before the meeting.

(c) A Special Meeting (SGM) may be called at any time by the ClubCommittee, and shall be called within 21 days of the receipt by the Secretary of a requisition, in writing and signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be 10% of the membership.

(f) The Chairperson, or in their absence the Vice Chairperson and then the Secretary, shall take the chair. Each member present shall have one vote, and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.

(g) The Secretary, or in their absence the Vice Secretary, shall enter Minutes of General Meetings into the Minute Book of the Club.

**10. CLUB TEAMS**

(a) At it’s first meeting following each AGM, the Club Committee shall appoint Team Officials to be responsible for each of the Club’s football teams.

The appointed Team Officials (Coach and Secretary) shall be responsible for managing the affairs of the team under their jurisdiction. This includesthe signing on, transfer or de-registration of players, which must be done in close liaison with the Secretary.

(b) The arranging of Club and team activities, friendly fixtures, tournaments, trips, tours and any other social activities concerning the membership must be proposed to, vetted and passed by the Club Committee before any action is taken by any individual Team Officials. The Club Committee shall ensure that the appropriate legislation, codes of practice and Club guidance will be adhered to.

(c) The purchasing of equipment or any items whatsoever for the Club’s teams and individuals remains the sole responsibility of the Club Committee.

(d) The raising of monies in the Club’s name must be proposed to, vetted and passed by the Club Committee before any action is taken by any individual Team Officials.

(e) All correspondence, publications and information concerning the Club and individual teams or members remains the sole responsibility of the Club Committee. Individual teams wishing to issue any of the aforementioned must have such items proposed to, vetted and passed by the Club Committee.

(f) The appointed Team Officialsshall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

**11. CLUB FINANCES**

(a) A bank account shall be opened and maintained in the name of Elton and Walshaw Junior Football Club(the Club Account). Statements for the Club Account shall be delivered directly by the bank to the Club Treasurer.

Designatedaccount signatories shall be the Chairperson, the Secretary*,* and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of thethree designated signatories.

Team Secretariesshall pay their members’ monies into the Club Account using the paying in books issued to all teams. This should be carried out in time for the deposits to show on the bank statement issued by the bank on the 1st of the following month. All other monies payable to the Club shall be received by the Treasurer, and deposited in the Club Account.

(b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objectivesof the Club.

(c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club, and to any other person or persons for services rendered to the club. Remuneration applications shall be made in writing to the Club Secretary in the first instance, and prior to any expenditure being committed to.

(d) The Club shall prepare an annual Financial Statement (1st July to 30th June the following year).

(e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians (the Custodians), one of whom shall be the Treasurer. The Custodians shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book of the Club shall be conclusive evidence of such a decision.

(f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(g) On their removal or resignation a Custodian shall execute a Conveyance, in such form as is published by The Football Association from time to time, to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another custodian.

(h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

(i) The Club Committee shall appoint a Committee member to ensure the booking of Club venues and facilities for use by Club Members. The Club Treasurer will be responsible for all financial matters relating to such bookings.

**12. DISSOLUTION**

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent County Association, who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent County Association shall determine.

**CLUB COMPLAINTS PROCEDURE**

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Rules, Codes of Conduct or Policieshave been broken, they should follow the procedures laid out below:

1. They should report the matter to the Discipline Secretary, or another member of the ClubCommittee. The complaint should be in writing, or if given verbally the complainant should later endorse a written summary prepared by the Discipline Secretary as being an accurate reflection of the complaint. The report should include:

a.   Details of what, when and where the occurrence took place.

b.  Any witness statement and names.

c.  Names of others who have been treated in a similar way.

d.  Details of any former complaints made about the incident, date made and to whom made.

e.  A preference for a solution to the incident.

2. The Discipline Secretary will convene a Discipline Panel to decide the most appropriate course of action to be taken following a report of misconduct. The Discipline Panel will be made up of:

a.  The Discipline Secretary (chair)

b.  A team official who is independent of any person subject of the complaint.

c.  A parent / guardian of a player who is independent of any person subject of the complaint.

d.  A JFC appointed Club Welfare Officer.

3. The Discipline Panel will decide the most appropriate course of action. The Discipline Secretary will present this to the Club Committee, who will have the power to endorse any of the following decisions:

a.  Warn as to future conduct.

b.  Suspend membership.

c.  Remove from membership any person found to have broken the Club Rules,

     Codes of Conduct, or Policies.

4. An individual against whom a complaint is made may contest the matter, and will be invited to attend the Discipline Panel in person. Alternatively they may wish to make a written explanation as to the allegations made against them. If the complaint relates to a child he / she must be accompanied by a parent / guardian, or the written explanation must be endorsed by a parent / guardian.

5. The decision of the Club Committee based on the recommendation of the Discipline Panel is final.

6. The same procedure outlined in paragraphs 2 to 4 inclusive will be followed to decide on any disciplinary issues either determined by the Club Committee or sent by either a League, the parent County Associationor the FA.